

**MADERA COUNTY**  
**PUBLIC WORKS INSPECTOR**

**DEFINITION**

Under general supervision, to oversee the public works inspection functions of the County; to ensure compliance with applicable laws and building codes; to assist with ordinance revision and development as applicable to public works inspection functions; to perform plan checks for public works structures; to prepare reports, take samples, and arrange for laboratory testing; to answer questions concerning structural requirements for the public, architects, and engineers; and to do related work as required.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Oversees and participates in the enforcement of laws, codes, and ordinances dealing with standards for public works structures and performs field inspections to ensure compliance; observes and measures materials used in street, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction and underground improvements; takes samples and arranges for laboratory tests; performs plan checks for public works structures; performs final inspection upon completion of project; assumes responsibility for public works contract management; ensures that structures are being constructed in accordance with approved plans, specifications, and energy calculations and that proper quality construction materials are being used; identifies and ensures correction of defects in construction work, including electrical, plumbing, mechanical, concrete, framework, masonry, lathing, plastering, and tile construction; explains and interprets applicable codes and ordinances for contractors and the general public; approves issuance of building permits; performs inspections of existing structures to identify potential safety and structural failures, and alteration needs; issues notices of non-compliance; prepares correspondence; investigates citizen complaints regarding code violations; calculates fees for licenses and permits; coordinates inspection assignments with other County departments and government agencies; provides consultation on inspection and ordinance development; assists with development and recommends changes in fee schedules; assumes responsibility for maintenance of public works inspection records; may represent the County at hearings on illegal construction.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations including construction codes, manuals, specifications, and related regulations.  
Principles, practices, methods, and materials used in public works construction.  
Modern methods of building construction.  
Types of construction materials and variations in their quality.  
Principles and methods of plan checking.  
Sample collection procedures.  
Acceptable health, safety, and fire standards in public works construction.

### **Skill to:**

Operate a motor vehicle safely.  
Operate modern office equipment, including computer equipment.

### **Ability to:**

Assume responsibility for the public works inspection work of the County.  
Interpret, apply, and explain the policies, procedures, laws, codes, ordinances, and regulations related to building, safety, and zoning and structural requirements.  
Understand, explain, and apply applicable laws, codes, and regulations.  
Read and interpret plans, diagrams, and specifications.  
Apply technical knowledge of building trades work.  
Use sound inspection techniques to examine workmanship and materials, and to detect deviations from plans, specifications, and standard construction practices.  
Review and check plans for proper design and conformance with codes and ordinances.  
Make arithmetical calculations quickly and accurately.  
Keep accurate records.  
Provide consultation and recommendations for ordinance development and revisions.  
Independently perform the full range of public works inspection duties.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of experience in construction inspection, public works maintenance, or a related field.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction technology or a related field.

**License or Certificate:**

Possession of a Plumbing Inspection certificate issued by the International Conference of Building Officials (I.C.B.O.) or International Code Conference (I.C.C.).

Possession of a D1 Water Distribution certificate issued by the State of California Department of Health Services.

Possession of a Certified Specialist certificate issued by the American Water Works Association.

Possession of, or ability to obtain by date of appointment, an appropriate, valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards, ability to travel to different sites and locations.

**Effective Date:** May, 2002